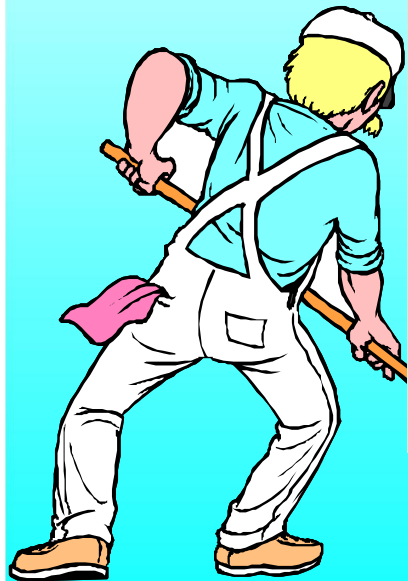
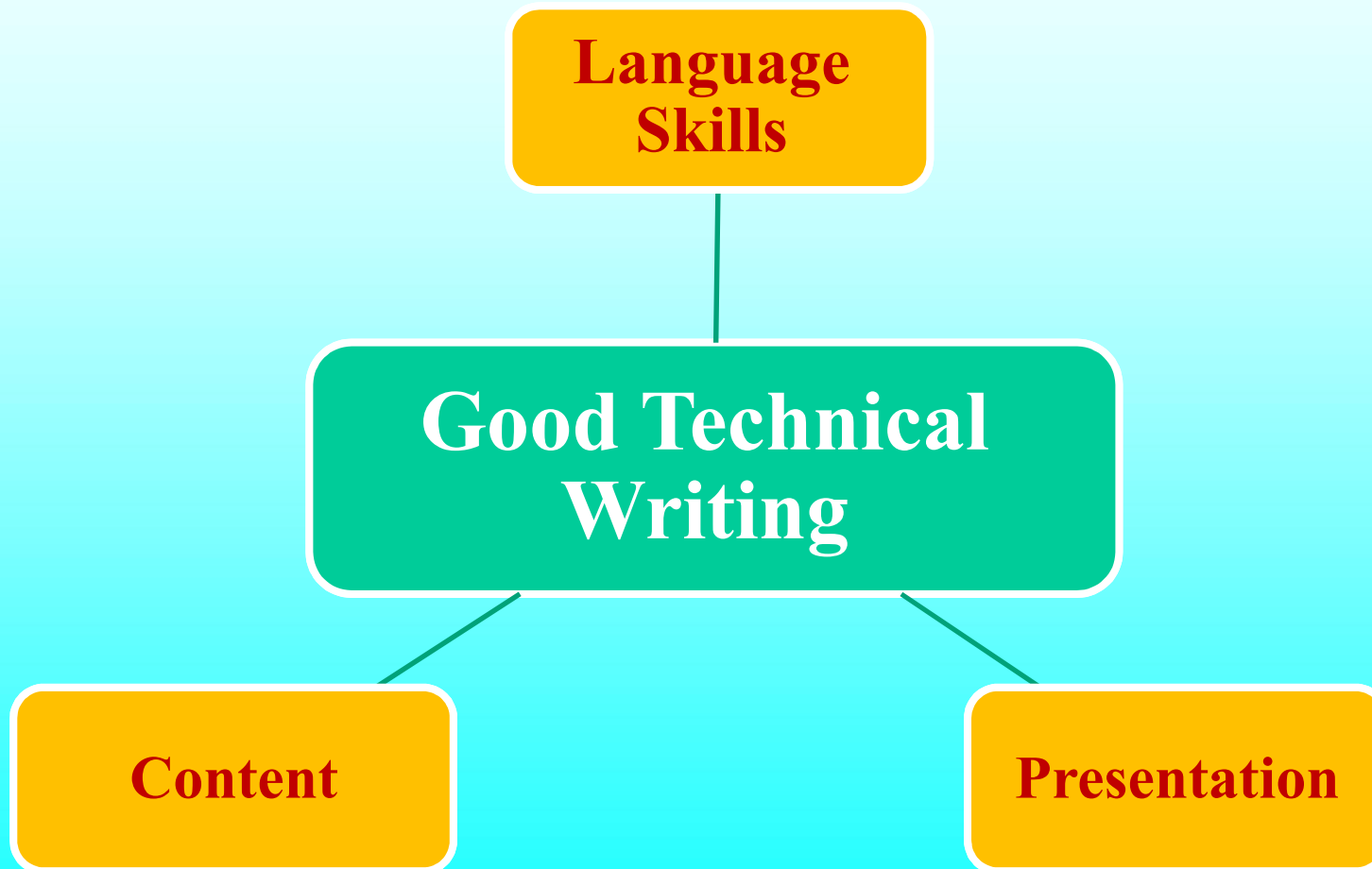


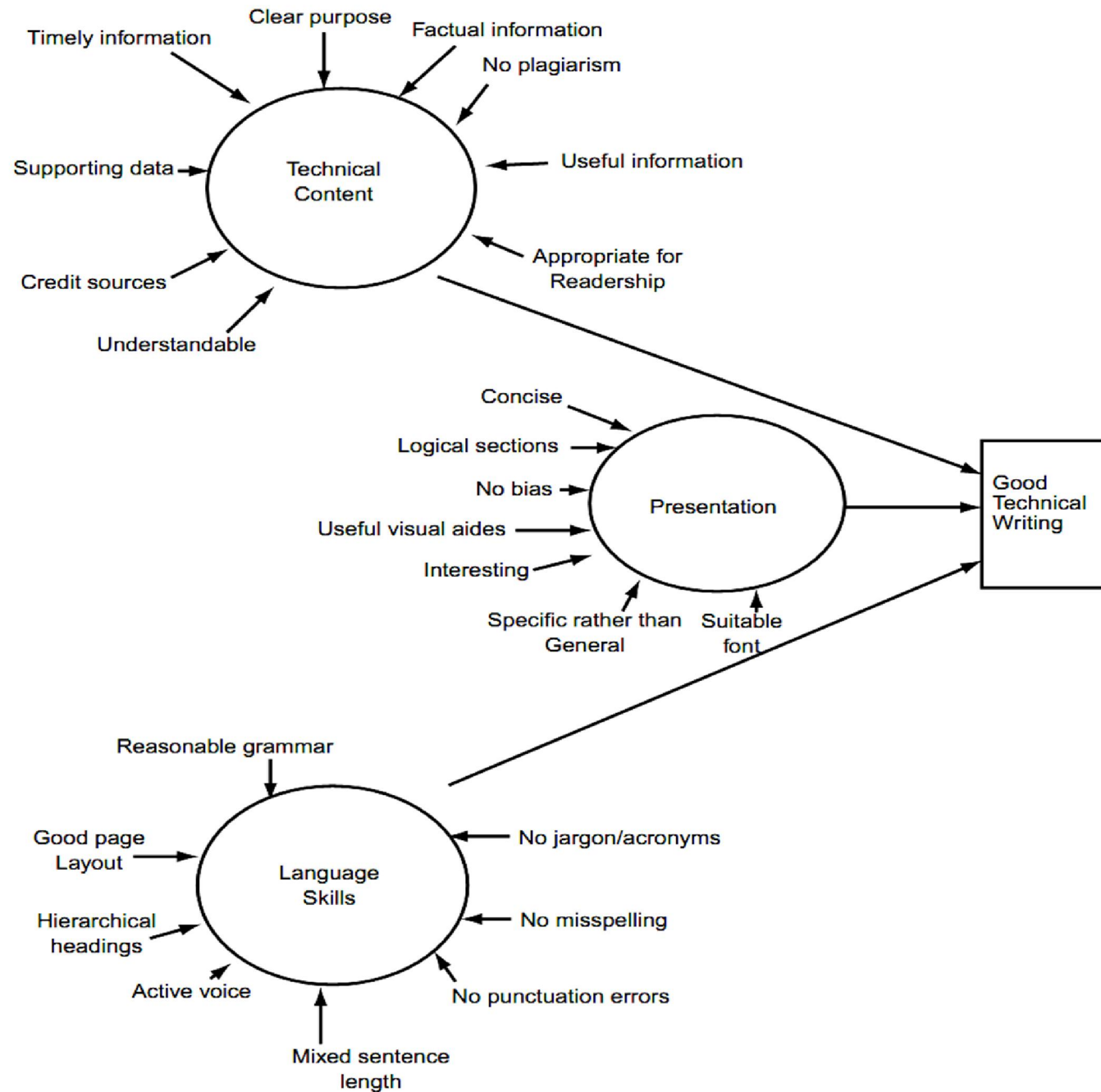
Criteria for Good Technical Writing

Chapter 4



Criteria for Good Technical Writing





1- Technical Content

- Word Usage Appropriate for Readership

Good technical requires an analysis of readers and proper choice of words and subject matter for the intended readership.

In writing a patent, proposal, or technical report, an author must choose the content and wording properly.

Example page 130



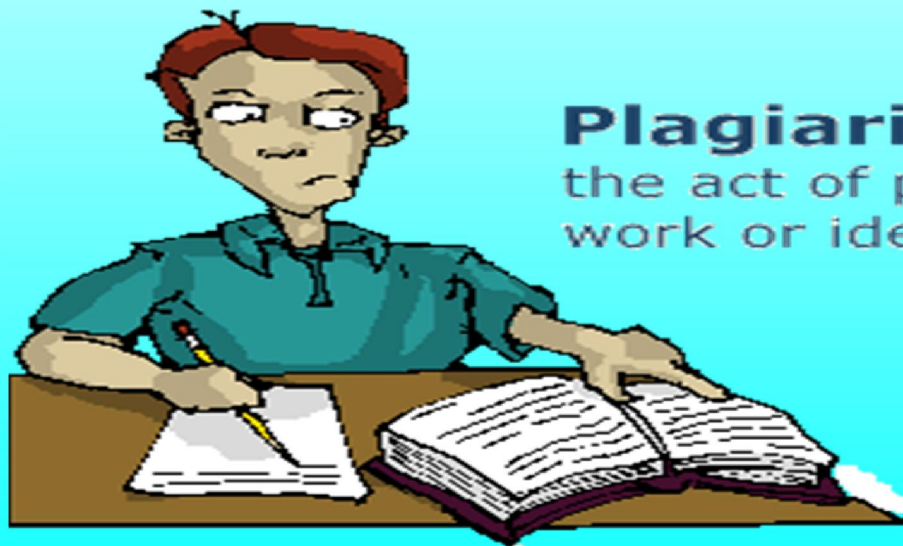
Useful Information for Selected Readers

The author must determine what the readers want.

Authors also have the opportunity to decide whom to send information to. Only send documents to readers who will find value in the information in the document.

If a reader asks, "Why was this paper sent to me?" you have sent it to the wrong person.





Plagiarism:

the act of presenting another's work or ideas as your own.

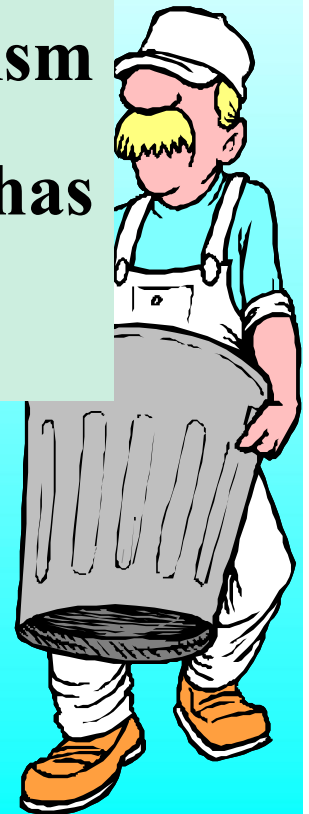


No Plagiarism

Plagiarism is the use of another's work without permission. basically you cannot use any copyrighted material in a document.

the effect of being caught in an act of plagiarism can be devastating. One stolen paragraph has ended otherwise distinguished careers.

Plagiarism (take and use else's ideas)
plagiarism checker



Unique	The software will tell you whether the line is unique or not
Unique	In the end it will also show you the overall statistics of the post
Unique	I mean it will show how many percentage of your article is unique
Unique	After that it will publish the data
Unique	//plagiarisma.net/
Unique	You will have to sign up here if you want to check your content

Plagiarism Checker .com
Free plagiarism detection
On the Internet

[Check a Document](#)
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Check for Plagiarism On the Web for Free

- Type one or more phrases from different parts of the document into the search box below.
Hit the Enter key after each phrase. [Show me an example.](#)
- Click the Search button. (Click the Create Google Alert button if you want Google to e-mail you when new instances of your phrases are published on the Internet.)
- Use your browser's Back button to check another paper.

How to Use Plagiarism Checker: [For Teachers](#) | [For Authors](#)

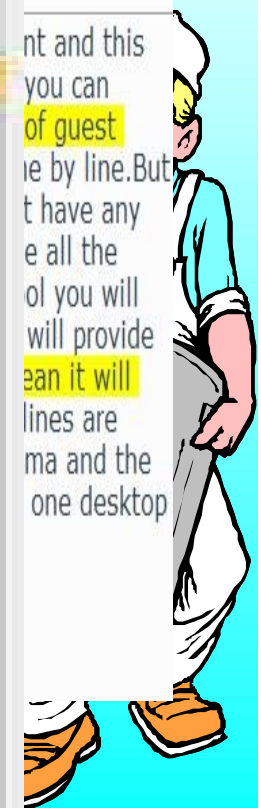
Type your phrases here. Examples of phrases you can search for:

all the words in the English language are divided into nine
largest class of Latin words are those which come through.

Search with: Google

Web publication: [Find out if someone has plagiarized your Web page.](#)

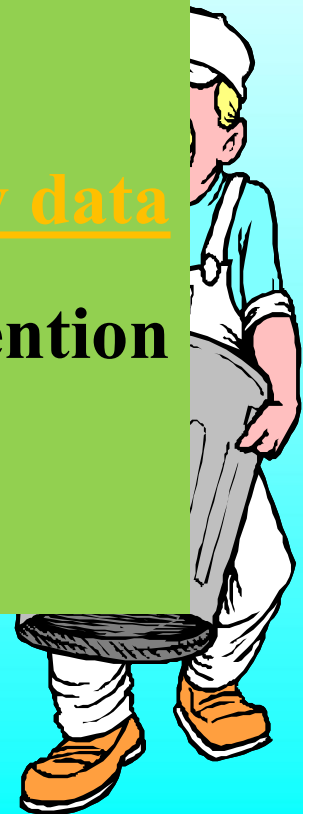
nt and this
you can
of guest
ie by line. But
t have any
e all the
ol you will
will provide
ean it will
lines are
ma and the
one desktop



- **Factual Information/Supporting Data**

Putting a statement in a report constituting what a reader knows to be an error in fact can cast the credibility of the entire document in question.

Most technical writers need facts supported by data to convince readers to take action or pay attention to the message in a document.



Clear Purpose

why the work is being done?

A clear, concise statement of the purpose of any document is mandatory. State what you are trying to achieve with a document. Make the purpose and objective clear. Provide information on the importance of the work described in the document

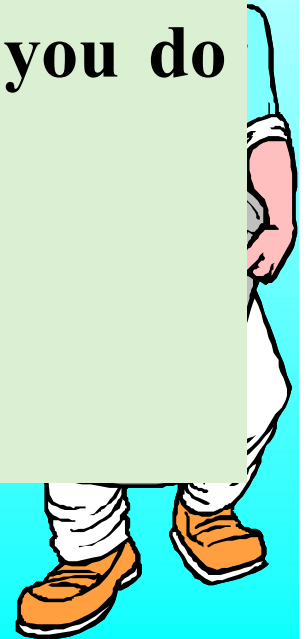


- **Timely Documentation**

Reports should be **completed when the work is done** or when action is needed; proposals for funding must obviously meet any submission **deadline**.

A more practical reason for **timeliness** is that you may lose data or forget important details if you do not write your report in a timely manner.

.Timeliness, timeline (difference)



Sources of Information Credited

A good technical document gives proper attribution when the work of others is cited to make a point or provide background information. sources of information should be cited in every technical document



- **Understandable Statistics**

Page 137

Statistics are becoming a more prominent part of corporate life. Writers need to realize that these terms are not known to everybody. A good report should explain statistical terminology in words understandable by the intended readers.



Acronyms

There is a tendency to use acronyms for everything.

RULE

Do not create your own acronyms; if you must use acronyms, define them.

The best approach is just to eliminate acronyms. It is possible to write in understandable terms without acronyms.

Laugh Out Loud = LOL

Be Cool = BC

Too Late = 2L8

Falling Off the Chair Laughing = FOCL

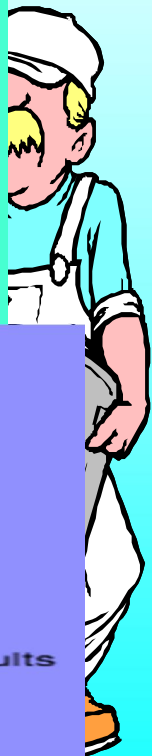
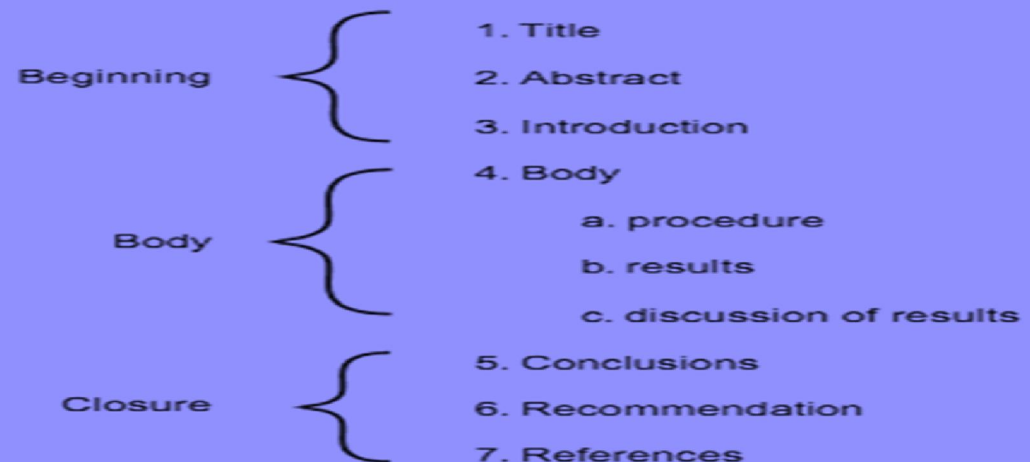




Presentation

- Logical Sections

A presentation needs to make sense. Technical writing. They look different and have different purposes, but all documents must be broken into distinct parts, which are placed in a logical order in a clear fashion.



No Bias

Bias is imposing a personal opinion or proclivity in your writing. This is to be avoided at all costs.

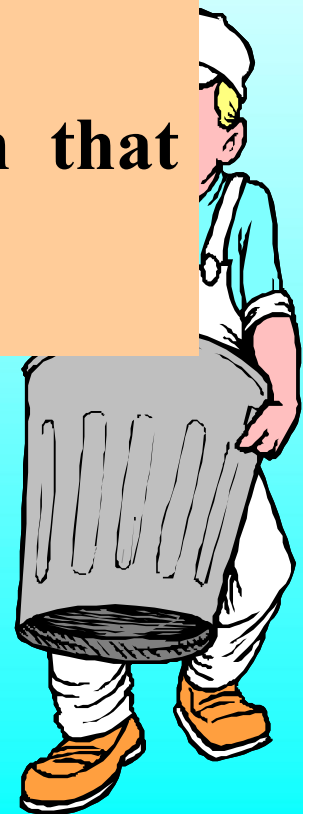
Technical writing must be objective. State facts and formulate conclusions based on these facts.

Bias is usually detected by a reader, and from that point on, credibility may be questioned



BIAS

Spot it. Talk about it.
Open your mind. Prevent it.

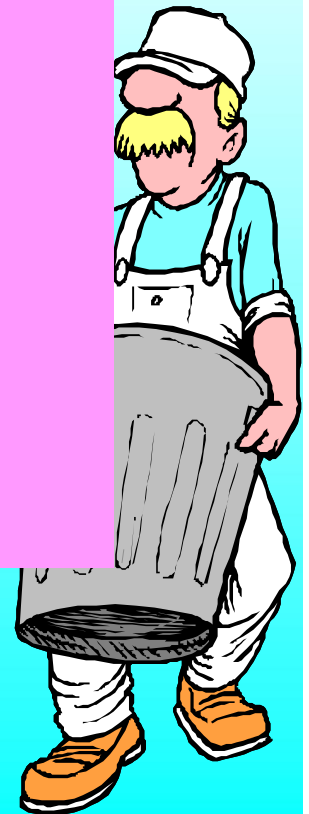


- Interesting

A technical document can be made interesting by including facts that:

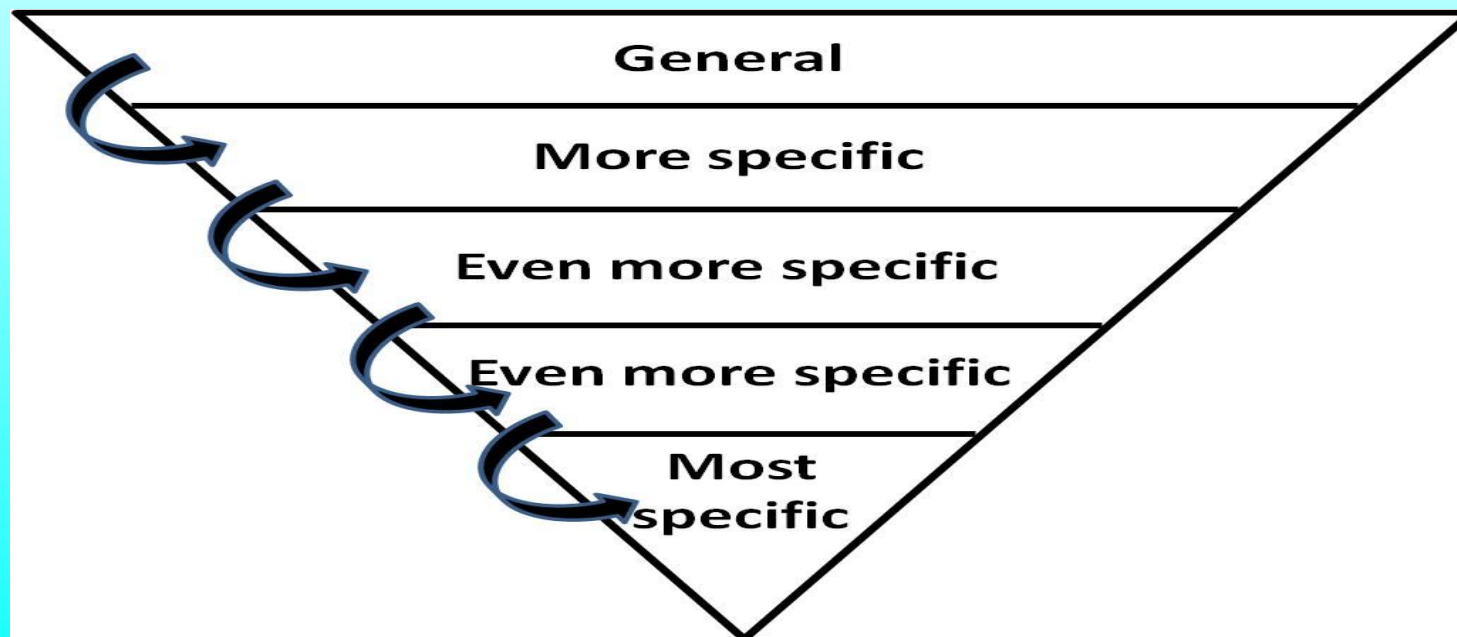
- Are new to the reader
- Demonstrate the importance of the work
- Define the reader's stake in the results or conclusions

Fig. 4.3 Page 144 Checklist for journal papers



Specific

a good technical document must contain **specific statements rather than generalities and facts rather than opinions**. Supporting data should be used to make points.





Let's be "Specific"

Glenn
Research
Center

"Specific" means divided by "mass".

Examples

Specific Volume = Volume / Mass

Specific Thrust = Thrust / Mass Flow

Specific Fuel Consumption = Fuel Used / Pounds of Thrust

Specific Impulse = Total Impulse / Weight of Propellant

Specific Gravity = Weight of Object / Weight of water

Why ?

Simplify problems – eliminate dependence on mass.

Type of efficiency factor – easy comparison of two objects.

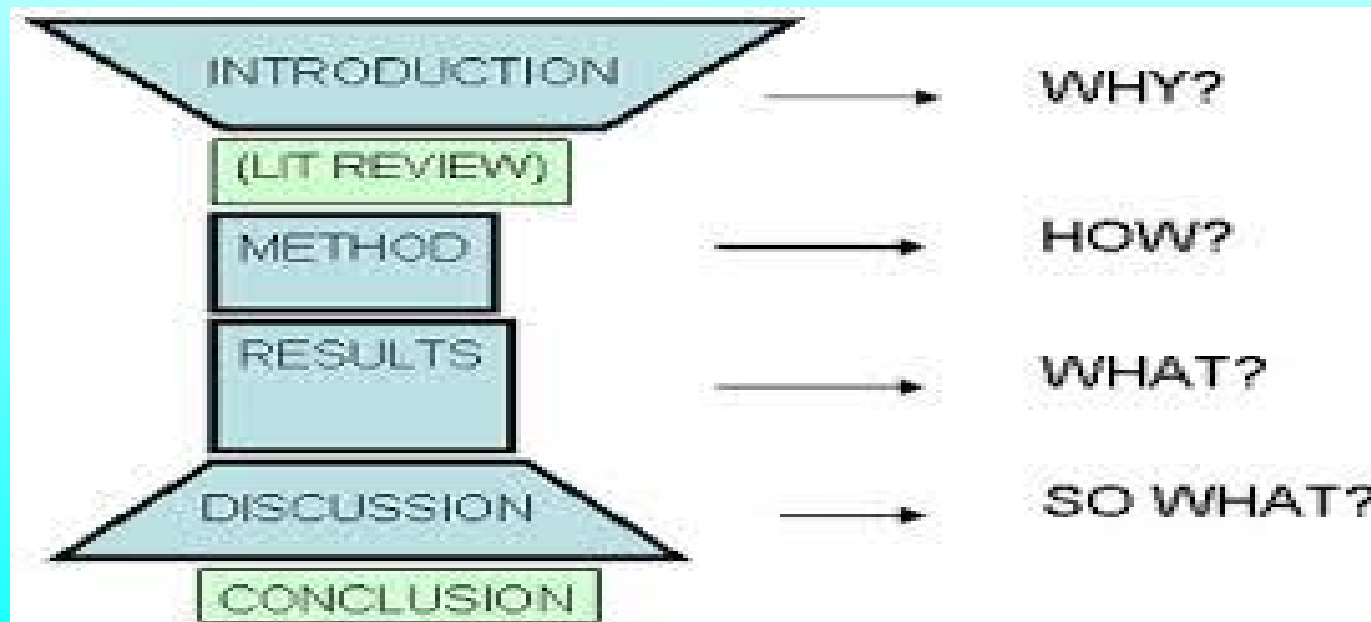
Sizing of preliminary designs.



- Report Mechanics


general report mechanics—that is, the general methods that affect the overall appearance of a document.

(Important) Figure 4.5 Page 147



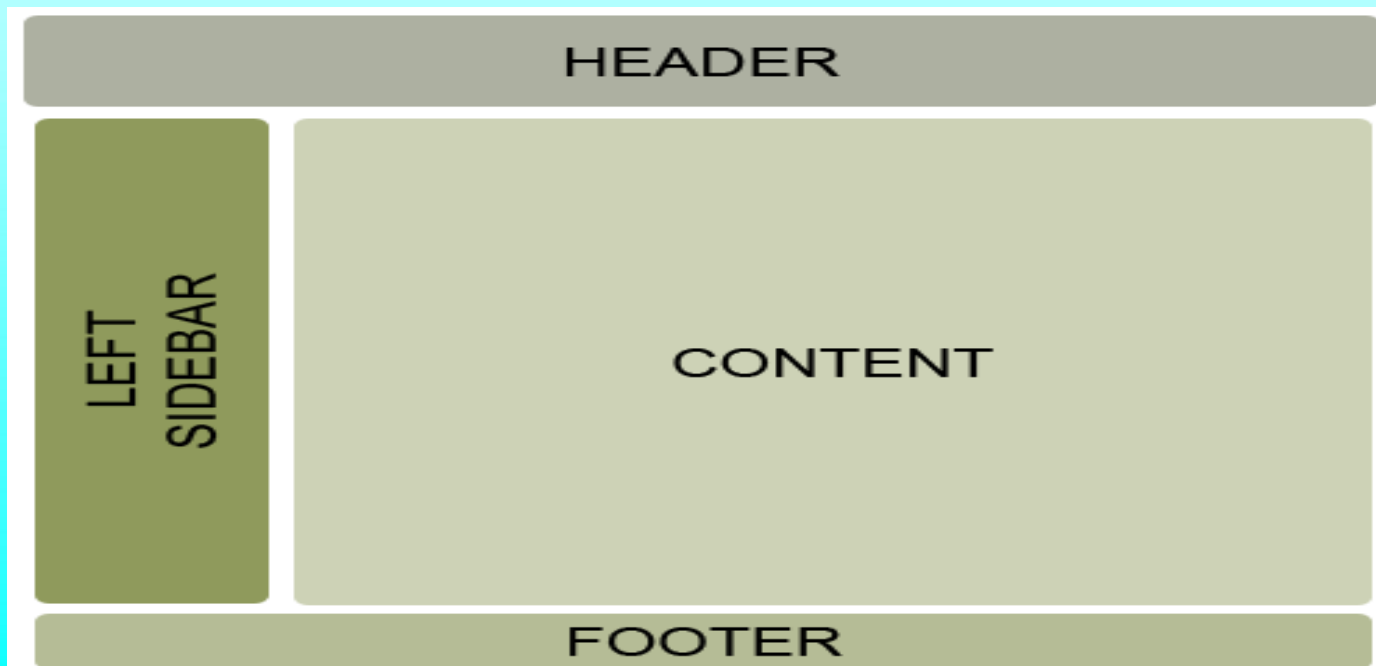
- Hierarchical Headings

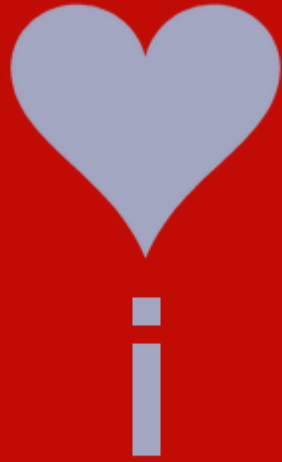
The brain works faster than the eye, and headings provide a visual road map for what is to come. A reader can fan through the pages of a long report and quickly assess the work by noting the section headings. The author of a technical document needs to use headings that define the hierarchy of contents within the document.

- 
- 1. Primary heading
 - 1.1 Secondary heading
 - 1.2 Another secondary heading
 - 1.2.1 Tertiary heading
 - 1.2.2 Another tertiary heading
 - 1.3 Another secondary heading
 - 2. Another primary heading

Good Page Layout

Reports should have an overall appearance that improves readability. A proper visual appearance increases readability, and the effective use of white space is an easy way to improve readability





know
you dont like it
but its

QUIZ TIME :)



Quiz

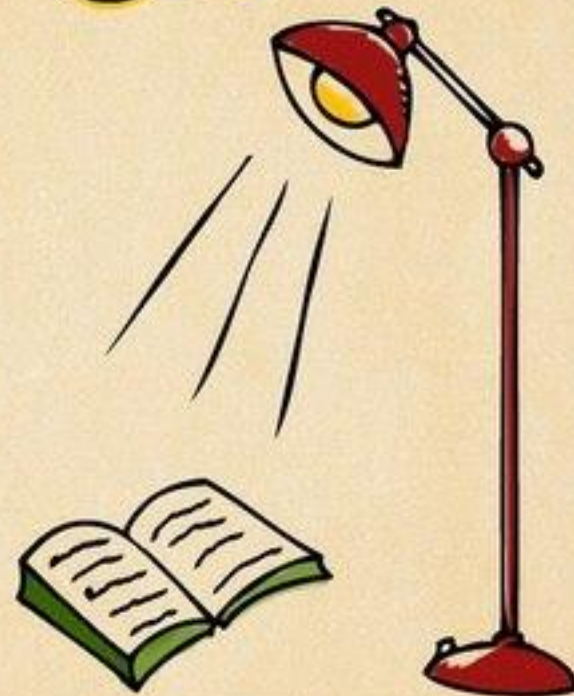
1- list three different types of charts (use clear drawings).

2- Define the three basic categories of illustrations.

3- State five requirements of a good graph

YOUR TOP 10 TIPS FOR STUDY SKILLS

1. FIND THE BEST STUDY METHOD FOR YOU
2. EAT WELL
3. EXERCISE REGULARLY
4. STAY POSITIVE
5. GET ENOUGH SLEEP
6. TAKE BREAKS
7. SET GOALS
8. FIND THE BEST STUDY TIME FOR YOU
9. EXAMS CAN BE GOOD!
10. SLEEP ON IT



Language Skills

Every language has its rules. By definition, a language is a particular type of verbal communication.

- **No Jargon or Acronyms**

The overuse of acronyms or complex technical jargon, or **"technobabble"** can also obscure meaning. Use words with concrete meaning and clear definitions, instead of complicating (or disguising) simple thoughts with unnecessary contortions of the English language.



No Misspelling

Spelling errors can destroy an otherwise perfect technical document. Readers do not object to the misspelled word, but rather that you did not proofread, and re-proofread to eliminate any misspelled words.



Ten Words You Need To Stop Misspelling

by The Oatmeal <http://theoatmeal.com>

Alot

Always leave a space here.
Remember, there's a lot of space in outer space.

Alot is not a word.
You don't write
alittle, abunch, acantaloupe, aporkchop
So don't write alot.

Definitely

There is no A in "definitely."

To help you remember, use this:

If you put an A in
"definitely," then you're
definitely an A-hole.

It's

This is a contraction for
it is or it has.

If you can replace it's with it is or it has,
then use it's in your sentence.

For example:

It's not fair that Randy gets to ride a wolverine
to school, but I have to ride this stupid morose!

Confused by
apostrophes?
Click here to learn
how to use them.



The wolverine brings only death,
pain, and slaughter.
Also, its thick, black fur is good for
insulating the thighs during a long ride.

Using "it's" in this case would result in:
"Also, it is thick black fur is good for..."
which is wrong and anyone that does this
deserves to be mauled by a wolverine.

Its

This is indicating
possession.

Use this when one
thing owns another.

For example:

Then

is used for time.

First I stole a panda bear, then
we drank malt liquor together.

The sequence of
actions indicates time:
first stealing the panda,
and then drinking.



Than

is used for comparison.

I'm much better at holding my
liquor than a panda bear.

This is comparing a
panda's drinking ability
with your own, so you
should use "than."

Effect Affect

Most of the time *effect* is a noun and *affect* is a verb.

If you're unsure, try
substituting a different
verb and see if it works.

As a child, he was *affected*
by his parents.

As a child, he was *affected* eaten
by his parents.



C'MERE, RANDALL
I want to ingest you, just like
I did your obnoxious parakeet

You ate him!!
But he sang only of
love and beauty!
You're a monster,
Dad!

A verb works here so you
should use "affected."

Their

Their is possessive,
meaning it owns
something.

I hate our new neighbors.
Their cow
keeps eating
the leftover
casserole.

In this case, *their* is referring to
the neighbors who own a cow.

They're

They're is a
contraction for
"they are."

They're gonna get a shovel to
the face unless they get that
cow under
control.
No one eats
my casserole.

In this case, *they're*
means "they are."

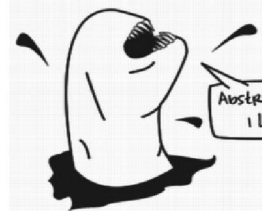
There

There refers to a
place or idea.

Use this form if you're unsure.

Look over there!
An alien just
burst out of that
cow's chest!

In this case, *there* is
referring to a location.



Abstract usage!
I love it!

It can also refer to
something more abstract:

There are many reasons to discipline a cow.
For starters, a cow who eats rancid casserole
will later become a host for alien parasites.

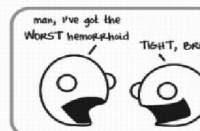
Lose

Opposite of win

Loose

Not tight

Pretend the extra O is a
hemorrhoid on the word.
Hemorrhoids are never tight.



Weather

Snow, rain, sunshine, typhoons.
All that crap.

I'm the sun, I make super happy sunshine!
Also, one day I'll explode and toast
you all alive like the miserable little
sausages that you are!

Whether

Whether is used in this way:
Your correct usage of this word will
determine whether or not I kick
you in the hemorrhoids.

Nothing gets a point across like a
solid kick to the hemmies.

Weird

e then i

Remember it like this:

We ... ir ... d =
We ... are (ir) ... dangerous (d)
to those dumb, dirty dolphins.

Not wierd

Every time you spell it this way,
a dolphin gets run over by a jet ski.



Your

Your is possessive.
In other words, you own something.

Your new baby alien loves to cuddle,
but he keeps crapping in your
refrigerator at night.

This is referring to **your** alien
and **your** refrigerator.

You're

You're is a contraction
of "you are."

You're definitely cleaning out the fridge
tomorrow morning, assuming that little
beast can't keep his bowels in check.

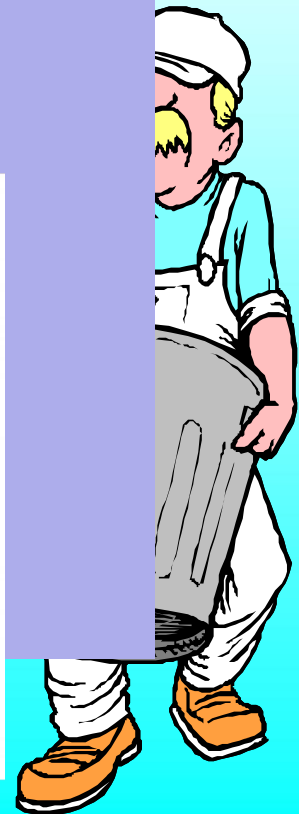
This translates to "you are
definitely cleaning..."

- No Punctuation Errors

Errors in punctuation are in the same category as misspelling. Technical documents require technical accuracy, and proper punctuation is no less important than the placement of a decimal point in a stress calculation.

Let's eat grandpa.
Let's eat, grandpa.

**correct punctuation can
save a person's life.**



Punctuation

Period



Use a period at the end of a declarative sentence and in abbreviations.

Question Mark



Use a question mark after an interrogative sentence.

Quotation Marks



Use quotation marks for direct quotations.

Apostrophe

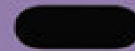
Use an apostrophe in contractions and to indicate possession.

Comma

Use a comma to separate items in a series, to set off an appositive, or before the conjunction in a compound sentence.



Hyphen



Use a hyphen to join words serving as a single adjective before a noun, in number words, and to divide words into syllables.

Exclamation Point



Use an exclamation point to show strong emotion or to give a command.

Colon

Use a colon to introduce a list and before a final clause that explains something in the sentence.



Parentheses



Use parentheses around extra non-essential information that is too important to omit.

Semicolon



Use a semicolon to join two independent clauses that are not connected with a coordinate conjunction.

- Mixed Sentence Length

Proper technical writing requires sentences that are **neither too short nor too long**. Long sentences are difficult to read, but short sentences present a choppy type of writing.

Avoid long sentences that present several facts.



Written in the Active Voice

professional writers and English instructors believe that readers **understand information written in the active voice better than in the passive**

The author is perceived to be more assured of himself or herself when writing in the active voice. Therefore, authors should try to use verbs that connote action in the present tense.

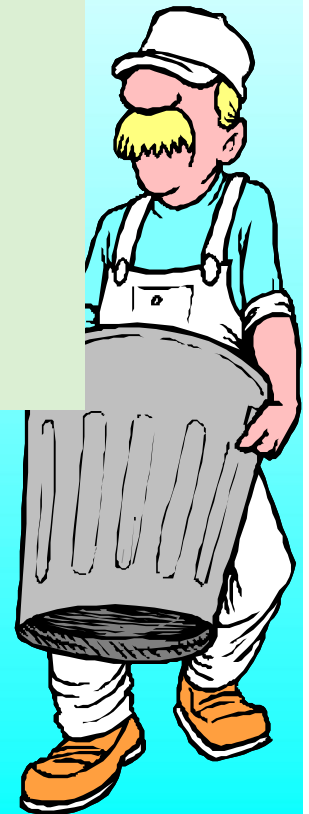
PAGE 154

Passive verbs are longwinded, ambiguous and dull. Active verbs make your writing simpler, less awkward, clearer and more precise.



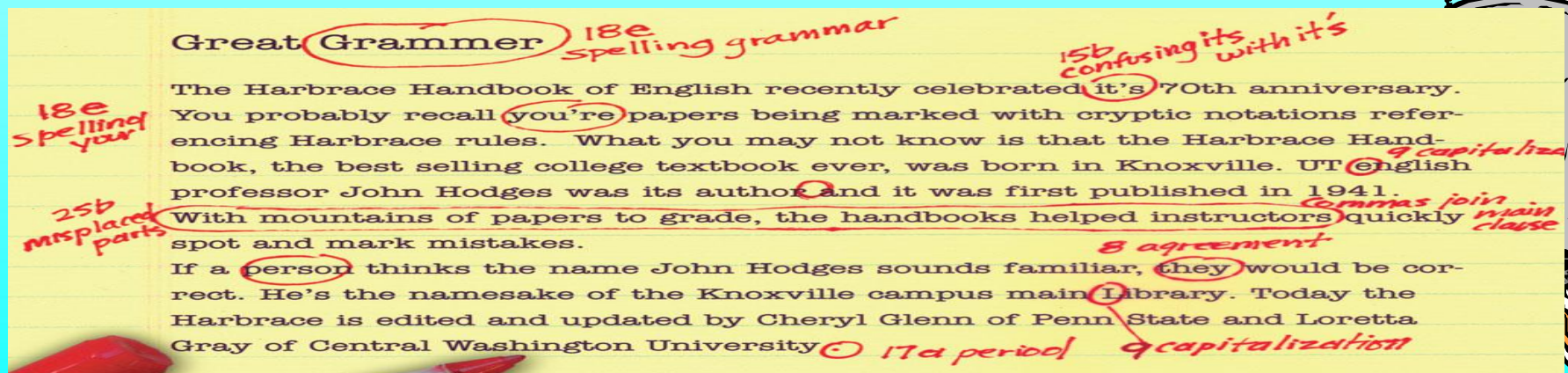
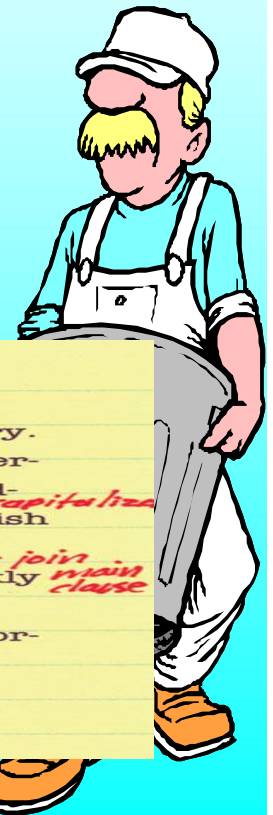
The QMS Magicolor 2 Printer **is equipped** with two interfaces, one **is known** as the parallel interface, the other **is known** as the Ethernet interface. Whatever interface connection **is needed**, you will find that MS Windows 98 has already **been preinstalled** and your software applications **are based** on this platform.

The QMS Magicolor 2 Printer has Parallel and Ethernet interfaces. Whatever interface you need, you will find your software applications will work on the preinstalled MS Windows 98.



Reasonable Grammar

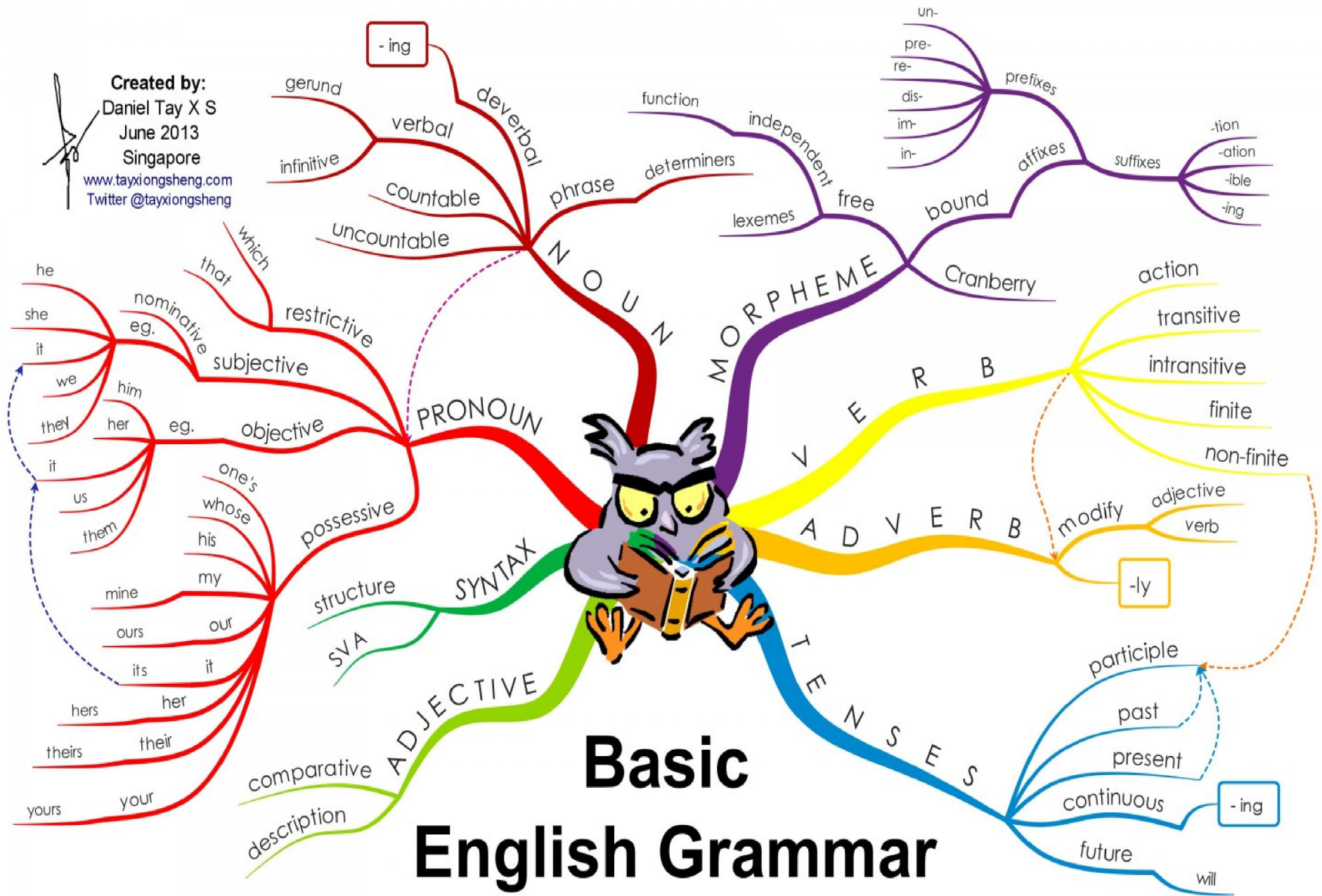
Poor grammar can affect your credibility as a technical person. Readers may question why an author did not have a document proofread before sending it out. One of the most common grammar errors in English writing is disagreement of verb and noun in a sentence.





Created by:
Daniel Tay X S
June 2013
Singapore

www.tayxiangsheng.com
Twitter @tayxiangsheng



- Concision

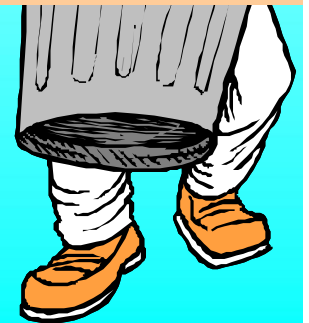
A concise document contains **no more words than necessary**. Concision is an important attribute of technical writing because readers want to be informed in the fewest possible word. **Eliminate any unnecessary words, phrases, or sentences.**

Omit needless words and information



It is very important that every single generated error message, no matter how minor of an error, be carefully recorded by the Foobar system in the audit file for future consideration by the maintenance engineers who will try to improve the system's reliability.

It is very important that every single generated error message, no matter how minor of an error, be carefully recorded by the Foobar system in the audit file for future consideration by the maintenance engineers who will try to improve the system's reliability.



Students Report



Page 160

**Define and Explain each of
the Important Terms.**



WARNINGS



Always put on safety glasses to protect your eyes.



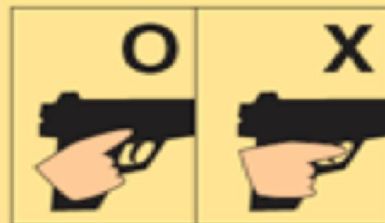
Never point the gun at anyone or any animal, though the magazine is pellet empty.



Never shoot as joking, always look before shoot, the careless use may cause injure and be punished.



Never pull the trigger even you think it is empty of magazine. It is dangerous, there maybe pellets remain in the magazine.



Never put your finger on the trigger unless you are prepared to fire.



Never look into the barrel of the gun.



Always keeps the gun to safe direction.



Do not carryout in public place, put into the bag for carrying.



Never disassemble the gun by yourself, which will cause the trouble and dangerous.



Keep out of the reach of children.



Thank You

